

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, April 27, 2021 • 1:00 p.m. – 2:30 p.m. • Zoom

**Members:** Lundburg, Bell, Cuaron, Gonzales, McMahon, Murphy, Padilla, Young, Webley (absent), Igou (proxy), Azai & Rahmoun

**Support:** Malia Kunst

The meeting came to order at 1:01 pm.

- A. **Approval of the Agenda (1 min)**  
**McMahon** made a motion to approve the 4-27-21 meeting agenda. Seconded by **Cuaron**. There was no discussion. There were 10 yay votes, 0 nay votes, and 0 abstentions. **The motion carried.**
- B. **Approval of Previous Minutes (1 min)**  
**Cuaron** made a motion to approve the 4-13-21 meeting minutes. Seconded by **McMahon**. **Kunst** noted one correction to the minutes. There was no further discussion. There were 10 yay votes, 0 nay votes, and 0 abstentions. **The motion carried.**
- C. **Guests/Introductions (1 min)**  
Tanya Hertz, Cheryl Barnard, Jesse Lopez, Crystal Burns, Angela Merkens, Linda Woods, Mata Velic, Lena Heckbert, Nessa Julian, Daniel Miramontez, Duane Short, Suganya Sankaranarayanan.
- D. **Public Comment (3 min)**  
There were no public comments.
- E. **President's Update (3 min)**  
**Lundburg** reported the MLTT program accreditation site visit is April 27<sup>th</sup> – 28<sup>th</sup>. He met with them this morning and it went very well and he is looking forward to a good outcome. He gave kudos to the faculty and staff. He continued to report that two positions have been release from the vacancy list, the Aviation Faculty and Aviation technician positions. This is based conversations with the vice presidents, knowledge that the aviation program has been put at risk in the past 1-2 years with a succession of retirements and the ensuing forcing of the program to go to an evening-only offering. The need of this department was desperate. The release of some positions is very good news, and indicates a promising fiscal future that would include continuing to fill needed vacancies. He also added that the colleges are now allowed to fill positions as they become vacant or shift funds around to cover new positions. He has recommended that the hiring committee be convened immediately and focus on creating one priority list based on the needs of the programs and not when they were vacated. He assured everyone that he has been and will continue to advocate for the college. **Lundburg** continued his report stating that the Return to Campus town hall was on Friday where he and the vice presidents were able to share with the college the little information they had. The goal was to start engaging the community in these conversations and solicit input. He wrote down questions that came up, which he didn't have answers to and will begin folding them into the conversations at Chancellor's Cabinet. He reported that 27% of the current sections offered in fall 2021, will be face to face. We are working on expanding those offerings to 30-40% in order to be prepared for a full return on January 1. Lastly, he added that the VPI search is nearing the end and there will be an announcement made soon. There was a question about how the 27% was calculated. **Cuaron** responded that there are 970 sections being offered in the fall and the 27% are the sections being offered which are fully face to face or in a hybrid format.

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## San Diego Miramar College 2020 – 2027 Strategic Goals

**Goal 1:** Pathways – Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success

**Goal 2:** Engagement-Enhance the college experience by providing student-centered programs, curriculum, services, and activities that close achievement gaps, engage students, and remove barriers to their success

**Goal 3:** Organizational Health-Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making

**Goal 4:** Relationship Cultivation - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships

**Goal 5:** Diversity, Equity, and Inclusion (DEI)-Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community

## ACCJC Accreditation Standards (Adopted June 2014)

I. Mission, Academic Quality and Instructional Effectiveness, and Integrity

II. Student Learning Programs and Support Services

III. Resources

IV. Leadership and Governance

## F. Action Items

#	Item	Initiator
1	<b>Final Draft of College Governance Handbook:</b> <b>Murphy</b> asked if there were updates from the constituencies on the status of the final draft of the new college governance handbook. She continued that the Academic Senate has passed it. <b>Azai</b> confirmed that ASG has also passed it. <b>Young</b> also confirmed that the Classified Senate passed it unanimously. <b>Lundburg</b> asked if there was any further discussion or if the committee is ready to take a vote. There was no discussion. <b>Young</b> made a motion to approve the final draft of the college governance handbook. <b>Padilla</b> seconded. <b>Murphy</b> made a friendly amendment to include fall 2021 for implementation. <b>Young</b> and <b>Padilla</b> both accepted the amendment. <b>Young</b> restated the motion to approve the final draft of the college governance handbook with a fall 2021 implementation date. <b>Padilla</b> seconded. There were 10 yay votes, 0 nay votes, and 0 abstentions. <b>The motion carried unanimously.</b> <b>Miramontez</b> thanked everyone who contributed to working on the handbook. He asked if this meant transition planning can begin in May. <b>Lundburg</b> responded yes. <b>McMahon</b> also thanked everyone who worked on this and CEC for approving it. This was a long process over the last 2.5 years but is encouraged, that as a college, we are getting things into place.	<b>Lundburg/ Murphy/Young/ Azai</b>

## G. Discussion Items

#	Item	Initiator
1	<b>Coordination of Equity Efforts (standing item):</b> <b>Lundburg</b> stated that the equity office has been established and is already getting things done. He asked Julian if she wanted to provide an update. <b>Julian</b> reported that the office has met to strategize for the remainder of the semester; mainly focusing on getting the bigger picture of all the equity related initiatives on campus. The office has been meeting with the constituencies and reaching out to the counterparts at City and Mesa to assist in determining the office structure and priorities. She added that the Equity Definition Workgroup is meeting every Wednesday. The first meeting was to discuss the timeline and assess if it is attainable to have a draft definition by the end of the semester. The workgroup acknowledged that the timeline was ambitious but they are committed to getting it done. The constituencies have or received a report out by the end of this week. She also reported that the next USC Equity Alliance eConvening is on May 4 <sup>th</sup> and the topic is Recruiting and Diversifying Staff at All Levels. Igou, Lopez, and Bereaud are hosting a flex presentation on May 6 <sup>th</sup> focused on our local hiring practices. Lastly, the equity office is hosting a meet and greet on Friday. <b>Padilla</b> shared that the Rite of Passage Ceremony is on May 6 <sup>th</sup> and Miramar has 27 students participating which is the largest number we've had. City and Mesa have about 10 students or so, each, participating as well. This is a big accomplishment for Miramar.	<b>Lundburg/ Murphy/Young</b>
2	<b>Presentation on the REC Innovation Lab:</b> <b>Hertz</b> presented on the renovation project in the C-building which will house the new REC Lab. She shared a <a href="#">video</a> about the project, reviewed the phases/timeline, and funding sources. Click <a href="#">here</a> for more information on the REC Lab. <b>Hertz</b> stated if there are any questions to reach out to her as she is very excited about all the good things that are happening. <b>McMahon</b> took a moment to remind everyone that space on campus is a premium and emphasized the need for a vetting process as it is crucial that we are meeting the needs of all of our students. <b>Lopez</b> agreed that space at Miramar is a premium.	<b>Hertz/Lopez</b>

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	Reminded members not to conflate the REC Innovation Lab classroom renovation with other college-wide initiatives. Explained that the renovation project is for an instructional program that needed a lab space and is not a college-wide center. As the dean, he identified underutilized space in the C-building that would accommodate this need without displacing other programs and classes. Please reach out to <b>Kunst</b> or <b>Hertz</b> for a copy of the full presentation.	
3	<b>Resolution from CCCCCO – “Affirming SDCCD/Miramar College Commitment to Diversity, Equity and Inclusion”:</b> <b>Murphy</b> asked if there were updates from the constituencies on supporting this resolution. <b>Azai</b> stated that <b>ASG</b> has approved the resolution. <b>Lundburg</b> stated that management is also supportive of this resolution and that Chancellor’s Cabinet is reviewing it as well. <b>Julian</b> shared that the Equity Office has looked at the resolution and asked if we wanted to add specifics for the last “Where As” statement and if the campus governance process should be followed or if we should parallel City and Mesa. <b>Murphy</b> responded if <b>Miramar</b> decides to take this on, then it should go through the constituencies, but if it is supposed to go to the board, to take action as a District, then no. She encouraged everyone to provide/share their input as this is due by the end of the semester.	<b>Murphy</b>
4	<b>Miramar Re-opening plan (attachment):</b> <b>Bell</b> reported that the district has begun the reopening process for the 2021-2022 academic year. This plan has been shared out to all the constituencies. <b>Miramar</b> is working on the plan as well. The goal is for 30 – 40% of the fall sections to be face to face and/or hybrid, currently we are at 27%, and 100% return of classes in spring 2022. We are using fall to bring more classes on campus. The MLTT, Biology, Aviation, Auto/Diesel, and Public Safety classes have been on campus and have plans in place that meet the requirements. If there are other programs or areas that would like to return to campus, they will need an approved, written plan in place to do so. Faculty will need to work with their chair, dean, area vice president, Cheryl Barnard and himself to create the plan and do a walkthrough. He noted that CDC, State, and Local guidelines are changing and we will be mindful of those as we move forward. He added that the District has not made a decision on if vaccinations will be required or not but more information will be provided as we know more. <b>Lundburg</b> added if there are any questions to let himself/the VPs know.	<b>Bell</b>
5	<b>HEERF II Budget (attachment):</b> <b>Bell</b> gave a brief overview of the HEERF II funds and shared the proposed budget. He stated there is one year to spend the money and would like to move the budget along. He asked if there were any questions. <b>McMahon</b> asked if this money is related to the \$93M in funds that was mentioned in the Chancellor’s message. <b>Bell</b> responded yes, her message adds all the funds from the CARES Act, HEERF I, and HEERF II together to make up the \$93M reference in her message.	<b>Bell</b>
6	<b>SCO on Sabbatical fall 2021 – Need for temporary replacement:</b> <b>Bell</b> reported that the current Site Compliance Officer will be on sabbatical in fall 2021. He will be working with <b>Murphy</b> and <b>Young</b> to create the position announcement and will be taking a temporary approach with abbreviated duties.	<b>Bell</b>
7	<b>Accreditation Self-evaluation Process:</b> <b>Miramonte</b> stated that the accreditation mid-term report was submitted last month. The ACCJC now requires the ICUs to be submitted six months in advance instead of two months. It is due March 2024 and would need to be submitted in September 2023. He stated this is a general overview and wanted everyone to be aware of the change. The Faculty Co-Chair is currently being recruited.	<b>Miramonte</b>
8	<b>Miramar Dedication for Constance Carroll:</b> <b>Lundburg</b> reported that only one space in the district can be named after a person. The District is taking this approach to honor Chancellor Carroll and <b>Miramar</b> will have to shift to a new idea in order to have it in place by the end of the	<b>Lundburg/ Murphy</b>

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	<p>semester. <b>Azai</b> responded that the ASG's idea was to host an art competition and display the artwork on campus and award a scholarship to the winner. She added that ASG has the funds to support the scholarship. <b>Lundburg</b> loved the idea and responded ASG would not be alone in funding the scholarship. <b>Hertz</b> also agreed with the idea and indicated that the REC Lab could also help support the scholarship. <b>McMahon</b> asked Azai if she could present at the Academic Senate meeting as some art professors may want to be involved. <b>Lundburg</b> noted the other ideas as an event or on-going lecture series. He asked if there were any other ideas or if we would be ready to take action on this at the next meeting. There was consensus to have this as an action item. <b>Kunst</b> will prepare a list of all the ideas and it will be shared in advance.</p>	
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#### H. Roundtable ( 1 minute each)

- **Academic Senate – Murphy** reported that the Academic Senate met last week. They have taken action on a few resolutions, are reviewing their bylaws and code of conduct. The last executive committee meeting has been converted to a full body meeting.
- **Classified Senate – Young** reported that the Classified Senate is reviewing the bylaws, has elections coming up, and plan to review the KPIs at the May 4<sup>th</sup> meeting.
- **Associated Student Government – Azai** reported that ASG has approved the annual planning calendar at the last meeting. ASG has also created a vaccine video to encourage students to receive the vaccine and created a webpage with resources.
- **District Governance Council – McMahon** reported DGC met last week and had a basic discussion regarding returning to campus in the fall.
- **District Strategic Planning Committee – Miramontez** reported the committee met last week and went over the environmental scan, which was also shared with PIEC.
- **Budget Planning and Development Council – Bell** reported the next meeting is May 5<sup>th</sup>.
- **College Governance Committee – McMahon** reported the next meeting is at 2:45 pm today.

#### I. Adjourn

The meeting adjourned at 2:28 pm.

#### Link to the recording:

[https://cccconfer.zoom.us/rec/share/v2Z0OICzML8oxMKTWzgsuGHUJwGRp\\_BpUnwbbqMCHVvIpUrklyZ6iqQWTqI3hZ77.WB011VhrQIPWXi0c](https://cccconfer.zoom.us/rec/share/v2Z0OICzML8oxMKTWzgsuGHUJwGRp_BpUnwbbqMCHVvIpUrklyZ6iqQWTqI3hZ77.WB011VhrQIPWXi0c)

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